DRAFT

JISPB 10
30 June 1947

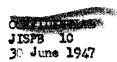## The Problem

1. To establish a procedure for financing the name-editing work done by the Board on Geographical Names (BGN) for the Joint Army-Navy Intelligence Studies (JANIS).

Facts Bearing on the Problem

2. See Appendix "A".

Discussion and Conclusions

3. Individual contributing agencies to JANIS could not achieve the same quality of place-name checking at a comparable over-all cost.

4. Place name checking by individual agencies would not achieve the singleness of reference obtained by the centralization of responsibility in one office such as BGN.

5. The gazetteer should be compiled by the agency responsible for name checking.

Recommendation

6. It is recommended that JISPB continue to utilize BGN for place name checking and name editing.

7. That the cost of this service be borne on a pro rata basis by the five agencies represented on the JISPB.

JCS review completed

APPENDIX "A"

Facts Bearing on the Problem

8. The Board on Geographical Names has, since the beginning of the JANIS program, performed the following services for the Joint Intelligence Study Publishing Board:

    a. Compiled the name overlay for the JANIS blue-line work map and checked the final map for accuracy of place names.

    b. Performed place-name research for contributors to JANIS.

    c. Edited the final manuscript of JANIS for spelling of place names.

    d. Prepared a gazetteer listing all place names included in the JANIS together with variant names and geographic coordinates for each place.

9. This service to the JANIS program has been financed by the Office Chief of Engineers out of map research funds of Army Map Service.

10. The cost of this work, since the beginning of the JANIS program has averaged $7,480.00 per JANIS study.

11. The Office Chief of Engineers informed the JISPB on 17 January 1947 that no provision was made in the 1948 budget for BGN service to JANIS.

12. The question of financial support for BGN service to JANIS was submitted informally to the Central Intelligence Group (CIG) to ascertain whether CIG could assume the financial cost of this service. On 26 June 1947, CIG replied that it did not believe this a proper function for CIG, but that an interim arrangement might be worked out to keep the function operative until a permanent arrangement could be made.

13. The Director of JISPB has informally requested each member of JISPB and JTS to canvass his agency to ascertain whether a pro rata basis of finance for this BGN function could be established within the agencies represented on JISPB.

(Appendix "A" continued)

14. On basis of six (6) JANIS per year the cost of BGN service to JISPB for the fiscal year 1948 would be $45,000 or $9,000 from each of the following: State, I.D.-GS, ONI, AC/AS-2, O.C.E.

15. The BGN carries on a highly specialized operation with trained scientific and clerical personnel. This technical "know-how" is not duplicated elsewhere in or out of the Federal Government. Mass methods developed over a period of years in one technical field make low costs possible. Unique geographic name resources of card files, library, and systems have been built for just such purposes as exemplified by JANIS editing. Were each agency to edit its own names it would in effect need a duplicate of the organization of the GN.

16. The great variety of source materials used in joint intelligence compilation such as JANIS makes mandatory the placing of responsibility in a single agency which can make certain the consistency of usage so vital in the work. Names used by one agency for a feature or place would in many cases not be recognizable as the same name applied by another agency. Not only must there be consistency within a study but there must be consistency with all other manuscripts and maps edited by the BGN or according to its procedures and policies.

17. The present system of name editing by BGN makes certain the identification and inclusion in the gazetteer of every feature named in the study text. No other method would achieve this result.

18. Centralization of the function of name checking for JANIS develops central reference files of place names useful to all agencies of the United States Government. JANIS likewise benefits from work done by BGN for other agencies.

Name
Editing

Procedural Steps in Janis Name Editing

I Base Map:

    a. Check outline of suggested base map with latest sources covering area to see if shore line, drainage, etc.... agree.

    b. Choose 600 to 800 names, which will be processed for base map keeping in mind the type feature needed in the 11 chapters; trading centers, coastal features, civil divisions, natural defense features on boundaries, etc....

    c. Prepare name overlays and list of names by type for stick-ups.

    d. Check printed blue line for errors.

    e. Draw up correction sheet for base map.

Name search for contributors:

Check preliminary name lists submitted by contributors. Many of these names appear only on very detailed, large scale maps, detailed census lists, coast pilots or sailing directions and original navigation charts. May require transcription or transliteration if they appear in non-Roman or non-alphabet languages. Requires map and language interpretation.

II Editing:

Edit names appearing on all maps, in all chapters, and in caption lists for photographs. Prepare list of generic terms used in chapters.

    a. Maps:

        Determine if the name is correctly applied to the right feature and if the name is correctly spelled.

    b. Text:

        According to the description determine if the name is correctly used and correctly located in relation to surrounding features.

        Determine if the name is correctly spelled and that the same form of the name is consistently used throughout the manuscript.

        In specified chapters tie up the BGN approved name to the name used on strip maps and/or the name used on Hydrographic Office charts.

    c. Illustration Captions:

        Make certain that the caption agrees with references in the picture and that the picture agrees with the subject of the text.

III Gazetteer:

Make gazetteer of all place names mentioned in chapters and of variant names found for those place names on maps and other materials. Add latitude and longitude description and descriptive terms (town, lake, mountain, etc.). Type gazetteer and forward to Janis.

6/27/47